

12-3-1999

## Campus News December 3, 1999

La Salle University

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# CAMPUS NEWS

## LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

Dec.3,1999



LA SALLE UNIVERSITY

OFFICE OF THE PRESIDENT  
PHILADELPHIA, PA 19141 • (215) 951-1010 • FAX 951-1086

December 3, 1999

Dear Colleague:

I am writing to inform you of the special procedures that will be followed to notify you in the event of a Y2K emergency effecting the University that would prevent us from opening as scheduled on January 3, 2000. If we will not be opening on January 3, 2000 due to a Y2K emergency, the announcement will be made on KYW (1060 a.m.) using our snow emergency number 105. Of course, this process will also be utilized in the event of a snow emergency. *Employees who have been determined by their department heads to perform essential services during an emergency condition are expected to report to work.*

Because of the unique and varied-nature of emergencies, the University has established special procedures and policies for all employees to use in responding to them in the "La Salle University Emergency Plan". This plan also includes the procedures that should be followed in response to a Y2K-related emergency. You can obtain a copy of the plan through the Business Affairs area web site under "Business Affairs Policies and Forms".

Sincerely,

A handwritten signature in cursive script that reads "Brother Michael".

Michael J. McGinniss, F.S.C.  
President

**Campus News** is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



## La Salle University

Director of Human Resources  
Philadelphia, PA 19141 . (215) 951-1013 . Fax (215) 951-1799

To: All University Personnel  
Subject: Payroll Check Dates due to the Upcoming Holidays  
Date: December 3, 1999

Dear Colleague:

Historically at this time of year, we combine the last 2 weekly payrolls of the year and distribute them early due to the Christmas Holiday Schedule. Additionally, we send out the last biweekly paycheck of the year early.

While the University has tested it's payroll system and believes we can process payrolls on January 1, 2000 with no problems, we do not know if any of the many area banks that participate in direct deposit will have problems or cash for our employees' paychecks.

Because of the unknown Y2K readiness of area banks, we felt that the weekly payroll that would have been paydated on January 04, 2000 should be dated and received on December 21, 1999 as well. We believe this action is in the best interest of University employees paid on the weekly payroll.

<u>Payroll Period Ending Date</u>	<u>Paydate</u>	<u>Distribution Date and Time</u>
<u>Weekly and Workstudy Payrolls</u>		
12/17/99 12/10/99		
12/24/99 12/17/99	12/21/99	Tuesday 12/21/99; 2:00 p.m.
12/31/99		
<u>Bi-Weekly Payroll</u>		
12/24/99	12/21/99	Tuesday 12/21/99; 8:30 a.m.

**Please note: Due to the advance receipt of the paychecks listed above, you will not receive another paycheck until January 11, 2000 if you are paid on either the weekly or biweekly payroll.**

On behalf of the staff of the Human Resources Office, I would like to extend to you our warmest wishes during this holiday season.

Sincerely,

Susan P. Rohanna  
Director of Human Resources



**Minutes of the October 12, 1999 Curriculum Committee**

**Present:** J. Baky, P. Brazina, G. Bruce, J. Cicala, E. Giardino, W. Grosnick, V. Nieves, B. Millard, W. Miller, Br. Nguyen, J. Seltzer, D. Smith, M. Soven, S. Wiley

1. Minutes of the May 14, 1999 meeting were approved (6-0-5)
2. Minutes of the September 22, 1999 meeting were approved as amended (7-0-5)
3. The key agenda item at the meeting was the Core Curriculum Update led by Dr. Soven.
  - Dr. Soven reported that the Advisory Board has been meeting regularly. She reported that in some areas the implementation schedule may unfold differently than what was envisioned by the curriculum design team---some examples of this may be how the metro experience is implemented; implementation of the Lasallian points.
  - Dr. Soven also reported others areas where there might be departure from the original design----for example, it appears that there will be a need for core courses also to serve as doubles; it also appears that doubles may have to be scheduled in both the fall and spring terms; some departments have been asked, in designing the core courses to also consider them as doubles.
  - The committees spent some time in discussion around issues involved with implementing the new core and expectations of departments preparing courses for the core.
  - There was a considerably long discussion on proceeding ahead with aspects of the Core Curriculum. The committee voted in favor of proceeding with the implementation of the core curriculum. (Vote: 8-2)

***Submitted by:***  
***Gregory O. Bruce***



**Minutes of the November 3, 1999 Academic Affairs Committee**

**Present:** J. Cicala, R. Goedkoop, A. Hounsokou, P. Joglekar, G. Bruce, G. Johnson, A. Laurich, B. Millard, W. Price, S. Wiley, J. Pastis, Z. Wolf, S. McGuigan, S. Rozak

**Guest:** M. McManus representing the Graduate Team

1. The Provost reported that the Scheduling Task Force was meeting and would be coming back to the committee with recommendations.
2. The minutes of the October 15<sup>th</sup> meeting were approved by the committee (7-0-3)
3. The remainder of the meeting was devoted to a discussion of the Academic Calendar. Mr. Johnson reported the following:
  - There was not a great deal of feedback received from the campus community. A few comments back expressed concern that the Holiday break might be too long and some expressed hope that the Spring semester end earlier.
  - Dr. McManus reported to the committee the Graduate Directors' recommendations on the Calendar and offered the committee a report and recommendations from the Graduate Programs, Continuing Studies and key administrative offices.
  - Mr. Johnson distributed various options for the academic calendar. Options A and C seemed to have the most fit with the Graduate Directors' recommendations and the committee would consider these two options at the next meeting. It was also recommended that Graduate Programs and Evening Programs be allowed to schedule classes on Easter Monday even though it is a University Holiday.
  - There was further discussion on starting the Spring term earlier/ending earlier and the issue of when grades are due came up. Some questions raised were: Do we really need to distribute diplomas at graduation? Can the registrar complete the grades in time for graduation if the term ended on a Monday/Tuesday? Can faculty be expected to get the grades done earlier in the Fall Semester? (It was recommended that the Faculty Senate consider the issue of when grades are due and time needed.)

**Submitted by:**  
**Gregory O. Bruce**

THE FACULTY SENATE  
Minutes of October 18, 1999

**Present:** S. Borkowski, J. Brogan, J. Butler, E. Cogan, S. DeTurk, D. Falcone, C. Freeman, P. Heinzer, L. Miller, M. Moreau, L. Otten, D. Robison, J. Seydow, J. Smither, S. Stickel, T. Straub, M. Watson, J. Welsh, S. Wiley

**Excused:** D. Smith, M. Soven

**Guests:** L. Collins

The meeting was called to order at 2:40PM.

The minutes for the September 23, 1999 meeting were approved as written 10-0-1.

The annual financial report was presented by the chair of the Financial Affairs Planning Committee. Four specific areas of concern were discussed: the salary imbalance between the University and its peer schools, reporting on gifts and grants activities, endowment management, and the tuition/discount process. After much discussion, the Senate passed the following motion (14-0-2):

In the spirit of shared governance and concern about recent endowment performance and the lack of information about that performance, the Senate requests a meeting of the Senate Executive and FAP Committees with Brother President to discuss the endowment management and strategy of the University.

The Tenure and Promotion Committee of the University sent a request to the Senate to revise the tenure and promotion guidelines in the handbook. The T & P Committee was concerned with the inadequacy of the current guidelines as published, and the inconsistencies in T & P processes across departments. The two options proposed by the T & P Committee were remanded to the Senate Academic and Faculty Affairs Committee, which will meet with members of the T & P Committee who authored the options.

The Student Affairs and Campus Life Committee is working with the RAs to develop action plans to address the recent harassment incidents on campus.

The Executive Committee reported on a meeting with the Provost, Deans, and head of the Honors Program about honors students' concerns about grade inflation and other academic issues.

The senate adjourned at 4:05PM, followed by an open forum discussion with Brother Michael McGinniss.

Respectfully submitted,

Susan C. Borkowski



**La Salle University**  
Philadelphia, Pennsylvania 19141

**Faculty Senate**

**FACULTY SENATE AGENDA**

Monday, December 6, 1999, Meeting of the Faculty Senate  
(2:30-5:00, Board Room, McShain Suite)

2:30 PM Approval of Minutes of the November 17, 1999 meeting

Discussion of progress of Mediation and Grievance Policy Task Force

Report of Scheduling Task Force from University Academic Affairs Committee

Discussion of parking concerns on campus

**Committee Reports:**

1. Update from Academic and Faculty Affairs Committee: Tenure and Promotion Guidelines Work. Carole Freeman
2. Update from Student Affairs and Campus Life Committee. David Smith
3. Committee on Committees. Tom Straub
4. Financial Affairs Planning Committee. Scott Stickel

**Announcements**

4:30-5:00 PM Open Forum and Refreshments

With the exception of executive sessions, this and all other Senate meetings are open to all faculty members.

The following are the members of the Faculty Senate for the 1999-2000 academic year: Sue Borkowski, Joe Brogan, Jim Butler, Evelyn Cogan, Sabrina DeTurk, Dave Falcone, Carole Freeman, Peg Heinzer, Lynn Miller, Marc Moreau, Laura Otten, Dave Robison, Jack Seydow, Dave Smith, Jim Smither, Margot Soven, Scott Stickel, Tom Straub, Margaret Watson, Jeannie Welsh, and Sam Wiley.

Please let me know if you have agenda items to suggest. Anyone who wishes to address the Senate or suggest an agenda item to the Senate should contact Professor Peg Heinzer, current Senate President at least two weeks prior to a scheduled meeting. You will receive an agenda about one week before each meeting. E-mail can be addressed to all members of the Senate with the group address: [senators@lasalle.edu](mailto:senators@lasalle.edu)



## LA SALLE UNIVERSITY

VICE PRESIDENT FOR ENROLLMENT SERVICES  
PHILADELPHIA, PA 19141 • (215) 951-1079

### Enrollment Milestones – Fall 1999 Semester

- Enrollment in day programs (3,066 students) is the highest since 1991.
- Enrollment in graduate programs (over 1,650 students) is the largest in the University's history.
- Enrollment by women (3,200 women) is the largest in the University's history.
- Enrollment by resident students (1,852) is the largest in the University's history.

### Undergraduate Majors with the Largest Enrollment

#### Day Division

MAJOR	NUMBER OF STUDENTS
Communication	457
Education	386
English	222
Biology	217
Accounting	202
Psychology	168
Management Info Systems	158

#### Continuing Studies and RN/BSN

MAJOR	NUMBER OF STUDENTS
Nursing	191
Logistics	71
Pre-Business	53
Business Administration	49
Accounting	44
Criminal Justice	44
Liberal Arts (BUSCA)	43



### **Enrollment in New Majors**

#### **Day Division**

<b>Major</b>	<b>Number of Students</b>
Nutrition	10
Information Technology*	4
DART	58
Economics/International Studies	10

\* New freshmen will be recruited for the first time for the 2000-01 academic year.

#### **Continuing Studies**

<b>Major</b>	<b>Number of Students</b>
Organizational Dynamics	25
DART	32

- Four graduate programs – Computer & Information Science, Communication and Psychology (both masters and doctoral) – set individual enrollment records for their respective programs in the fall of 1999.

### **Some Other Points of Interest**

- Students come from 30 states and 34 foreign countries.
- 80% of the students who have indicated a religious preference identify themselves as Catholic.
- 50% of the new freshman class graduated from a Catholic High School in the Archdiocese or are residents of the City of Philadelphia.

### **Enrollment at Off-Campus Sites in the Fall of 1999**

<b>Location</b>	<b>Number of Students</b>
Bucks County Center	816
Albright College	82
Delaware Valley College	135
Northeast Philadelphia	124



**La Salle University**  
Philadelphia, Pennsylvania 19141-1199  
Multicultural and International Affairs

TO: Faculty, Staff, and Students  
FROM: Elaine Mshomba, Director of International Education  
DATE: December 1, 1999  
SUBJECT: National Security Education Program/Study Abroad and  
Other Fellowship Opportunities

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*- Elaine Mshomba*

The National Security Education Program provides scholarships to U.S. undergraduate students to study abroad in countries outside of Western Europe, Canada, Australia, and New Zealand. Funding is also available for U.S. graduate students for language and area study in the U.S., which can be combined with study abroad (again, outside of Western Europe, Canada, Australia, and New Zealand).

All applicants must be U.S. citizens and willing to enter a service agreement if awarded a fellowship. Past experience tells us competition is stiff for these awards. **Interested students can simply call me (215-951-1948) or send e-mail (emshomba@lasalle.edu) for more information and applications.**

Since the applications are long, applicants should request their application materials as soon as possible, before the Christmas break. The campus application deadline for undergraduates is January 21, 2000. Graduate student applications must be postmarked no later than January 15, 2000.

Thank you.



## LA SALLE UNIVERSITY

PHYSICAL FACILITIES

PHILADELPHIA, PA 19141 • (215) 951-1315 • FAX (215) 951-1791

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**To:** The Campus Community

**From:** Michael Lopacki   
Director, Physical Facilities

**Date:** December 3, 1999

**Subject:** Holiday Decorations

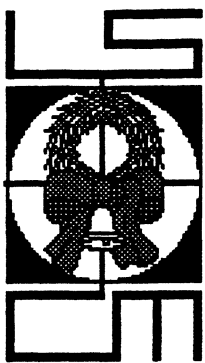
As preparations and decorating on campus begins for the Christmas holiday, the Physical Facilities group urges you to take a few important minutes to examine the electrical wiring on your decorations be they candles, wreaths, tree, lights, etc... to insure that they are in good condition.

Also, to comply with the City of Philadelphia Fire Prevention Code, fresh cut trees and greens should not be displayed indoors.

We hope these few reminders help to make this festive time of year a safe and joyful one for all.



HAPPY HOLIDAYS FROM EVERYONE AT PHYSICAL FACILITIES!



*Campus Ministry invites you to celebrate...*

# *Christmas* **Advent** **'99**

**SUNDAY, NOVEMBER 28th**  
**The First Sunday of Advent**  
**Liturgy at 9:00 PM ONLY**

**SUNDAY, DECEMBER 5th**  
**The Second Sunday of Advent**  
**Liturgy at 6:30 PM**

**TUESDAY, DECEMBER 7th**  
**Annual Holiday Open House Deli Lunch (with Holiday Videos)**  
**Starts at 11:30 AM in Campus Ministry Center's Lounge**

**WEDNESDAY, DECEMBER 8th**  
**The Feast of Mary's Immaculate Conception**  
**Liturgies at 9:30 AM, 12:30 PM, and 4:30 PM**

**THURSDAY, DECEMBER 9th**  
**The Sacrament of Reconciliation (Confession)**  
**from 3:30 PM until 5:30 PM in the De La Salle Chapel**

**SATURDAY, DECEMBER 11th**  
**Annual Midnight Liturgy for the Advent-Christmas Season - 11:45 PM**

**SUNDAY, DECEMBER 12th**  
**The Third Sunday of Advent**  
**Liturgy at 6:30 PM**

**The Daily Liturgy will be celebrated thru Exam Week at 12:30 PM**



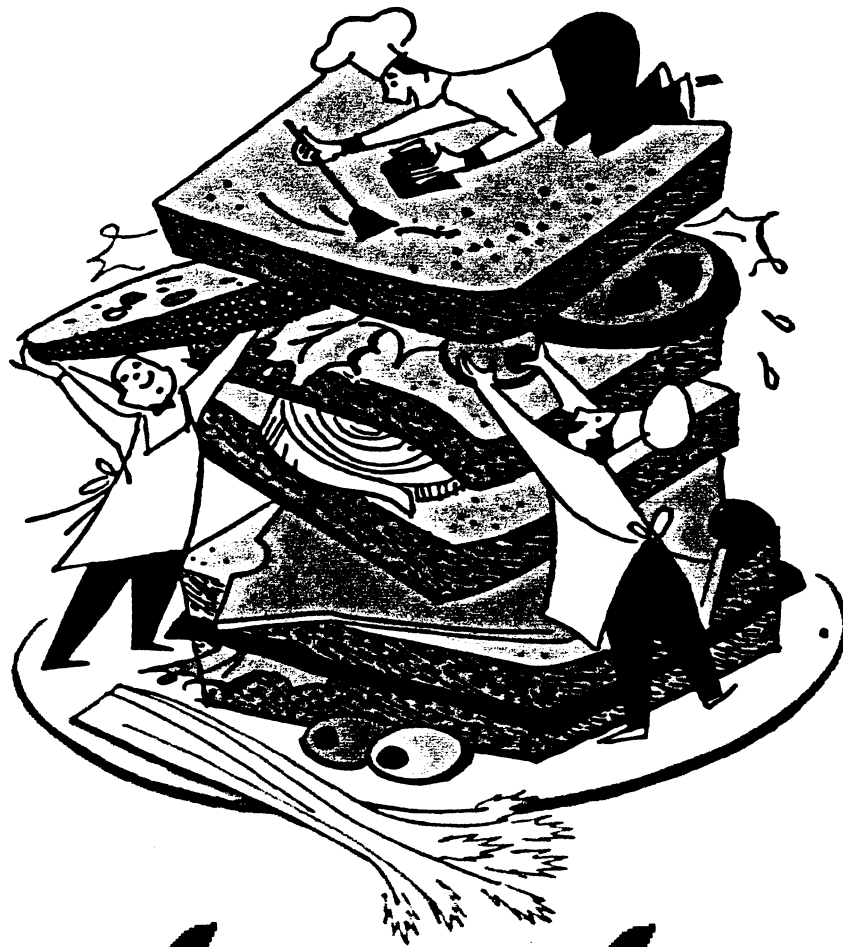
*Campus Ministry invites you to celebrate...*

# *Christmas* **Advent** **'99**

**On SUNDAY, DECEMBER 5th,  
during the 6:30 PM celebration  
of the Liturgy of the  
Second Sunday of Advent,  
the Crosses ordered for  
student residences will be  
distributed and blessed.**

**All students who ordered  
a cross are encouraged  
to attend this mass.**

# CAMPUS MINISTRY'S ANNUAL HOLIDAY OPEN HOUSE DELI



**TUESDAY,  
DECEMBER  
7TH  
11:30 A.M.  
UNTIL  
EVERYTHING  
IS  
GONE...**

**H**appy **H**olly-days





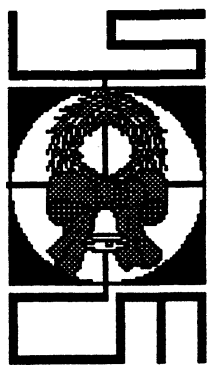
*Campus Ministry invites you to celebrate...*

# *Christmas* **Advent** **'99**

**Wednesday, December 8th,  
is the Feast of Mary's  
Immaculate Conception...**



**The Liturgy will be  
celebrated at 9:30 AM,  
12:30 PM, & 4:30 PM in the  
De La Salle Chapel**



*You are cordially  
invited to experience a  
La Salle tradition...*

# **MIDNIGHT LITURGY for the ADVENT/CHRISTMAS SEASON**

**Saturday night,  
December 11th,  
in the De La Salle Chapel.**

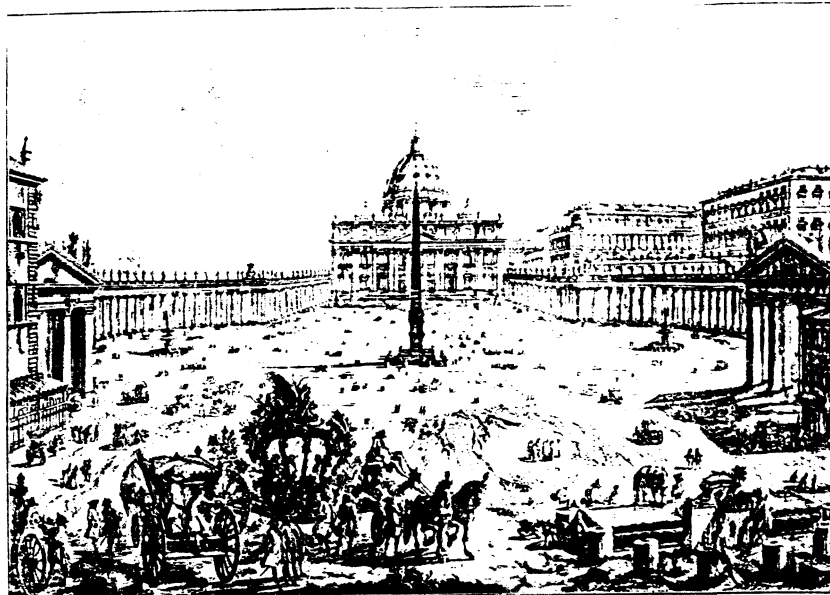
*Offer thanks and praise to God, hear the readings  
proclaimed, sing the songs, feel the warmth of this  
wonderful season — with your friends and fellow  
Lasallians!*

**Christmas  
Advent '99**



# Piranesi's Roman Basilicas

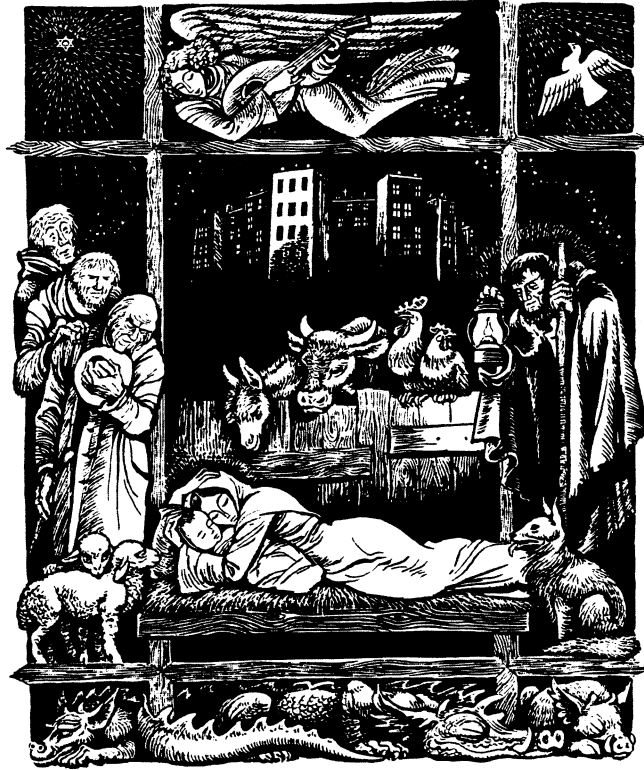
## A Virtual Pilgrimage



*An exhibition of G. B. Piranesi's 18th century etchings of the four earliest basilicas in Rome—a goal of pilgrimages even today*

LaSalle Museum  
November 22, 1999—January 30, 2000

# The La Salle University Art Museum



Invites you to its  
Annual Christmas Concert

## *The Renaissance Roanoke Vocal Quartet*

Joseph McHugh, Director

Tuesday, December 7, 1999

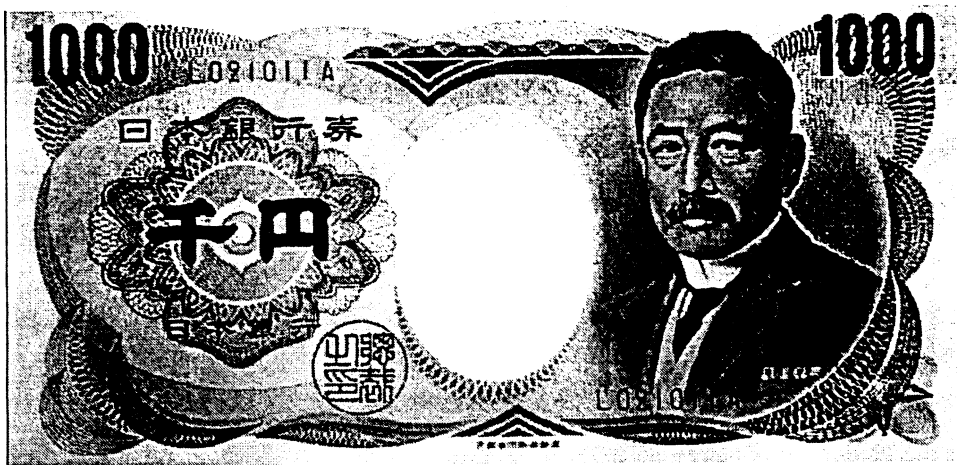
12:30 PM

Renaissance Gallery

The Department of Economics  
La Salle University  
Invites you to attend a presentation by

**Mr. Jun Iwata, CPA**  
**Sumitomo Bank**

# The Japanese Economy: The Bursting Of the Economic Bubble



**Tuesday, December 7 @ 12:30**  
**Olney 100**



**LA SALLE UNIVERSITY**

Dean, School of Arts & Sciences

PHILADELPHIA, PA 19141-1199 • 215/951-1042 • FAX 215/951-1785

## Arts & Sciences in the Afternoon

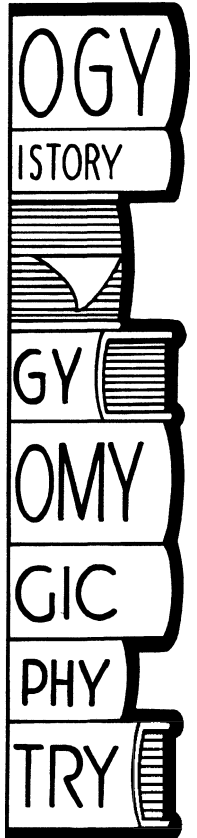
**Please note the change in time!**

**David Lee Smith, Ph. D.**

**Director of IAMST and Associate Professor of  
Geology**

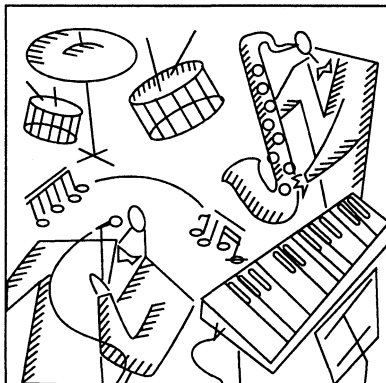
### ***"Rocks of Ages"***

A hands-on introduction to  
Local Geological History



**Friday, December 10<sup>th</sup> at 2:30PM  
in the Music Room**

**Please join your colleagues to "rock" the semester's end**



Wine & Cheese Reception to  
Follow

All Faculty Welcome



**Pete's Barbershop** will be closed for the rest of the semester.

Unfortunately, his hand was injured, unfortunately in a recent fall, but he is recovering nicely.



*An afternoon of*  
**Christmas  
Caroling**

*Spread Christmas cheer!*



*Enjoy music, food,  
and fellowship!*

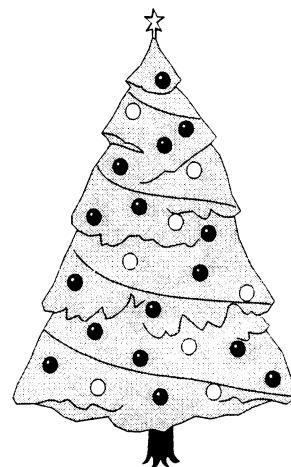
***You can still participate!***

**Sunday, December 5**

**3:30 - 5:30 pm**

**Meet in front of the  
Multicultural/International Center  
(Corner of 20th St. and Olney Ave.)**

**Caroling at Sacred Heart Manor  
Nursing Home  
and in the Local Community  
Followed by Hot Chocolate, Cookies,  
and a light dinner.**



**Questions? Call Eric at x2463 or e-mail at  
[augense1@lasalle.edu](mailto:augense1@lasalle.edu)**

**Sponsored by the Christmas Caroling Committee of the Division of Student Affairs.**



## LA SALLE UNIVERSITY

RESIDENT LIFE OFFICE

1900 WEST OLNEY AVENUE, PHILADELPHIA, PA 19141 ☎ 215-951-1550

Faculty Members, Save the Date: **Monday, December 6**

Would you like to attend a

### **Faculty-Student Progressive Dinner Party**

hosted by students in their St. Miguel Townhouses?

*5:30: Stop 1: All participating faculty members gather for Hors d'oeuvres in the Faculty-In-Residence House (D-9)*

*6:00: Stop 2: Individual faculty members are escorted to hosting townhouses for dinner with 5-8 students.*

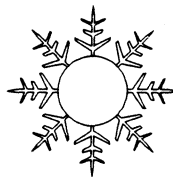
*7:15: Stop 3: All participating students and faculty members reconvene for coffee and desserts\* (and perhaps a tree trimming) in the St. Miguel Community Room.*

\*The students are prepared to do all of the cooking, but if you have a favorite dessert you'd like to share, you are welcome to bring it.

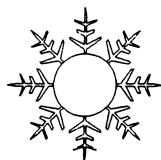
Please join us! To ask questions or reserve a space, call Mia Grogan at x2610 or e-mail: [grogan@lasalle.edu](mailto:grogan@lasalle.edu).

*It's not too late to sign up!*

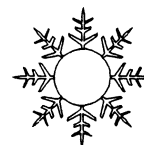




La Salle  
Singers



# *Christmas Concert*



Tuesday, December 7

7:30 pm

La Salle Union Ballroom

Admission Free



For more information, call Eric at x2463.





*You are cordially invited*

*to the*

*Multicultural and International Center*

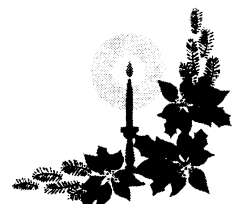
# **Holiday Open House**

***Friday, December 10, 1999, 12noon to 3pm***  
***1923 Olney Avenue (across from College Hall)***

**All are welcome.**

**Here's your chance to check out our new location or just visit!**  
**Refreshments will be served.**

**MULTICULTURAL & INTERNATIONAL CENTER – 215 951-1948**



**Sunday, December 6, 1998 KUUMBA (CREATIVITY)**

**KALAJOJO, The Tall Storyteller & Community Brunch**

**Bring the kids to hear the “Tall Storyteller” and enjoy a free  
brunch with the Campus Community**

**TIME: 2:PM – 3:00PM ; MUSIC ROOM , UNION BUILDING 2<sup>ND</sup> FLOOR**

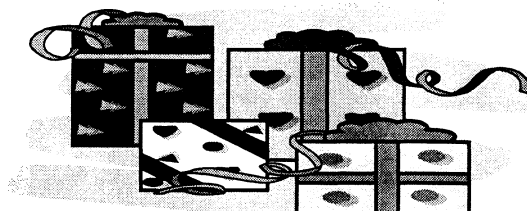
**ALL INVITED! BRUNCH WILL BE SERVED!  
PLEASE RSVP - CHERYLYN AT 951-1948**



**ADULT STUDENT COUNCIL  
SPONSORS**

***HOLIDAY  
TOILETRIES DRIVE  
11/22/99 TO 12/17/99***

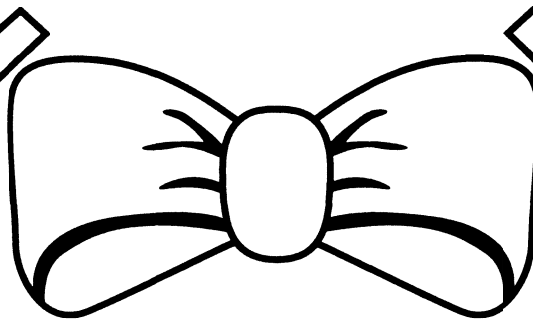
***\*  
SOAP  
LOTION  
SHAMPOO  
CONDITIONER  
SHAVING ITEMS  
ETC.***



**Items will be donated to homeless shelters.**

***Please Bring Items to:  
Benilde Bldg., CS Office - 1st floor  
or  
La Salle Off-Campus Centers  
(Northeast & Bucks)***

**There is no success without you!  
Thank You**



## **People** of La Salle

The University Communications Office (formerly Public Relations) is in search of a few good *People of La Salle* who best exemplify the holiday spirit to feature in its upcoming December issue.

Do you know of any individuals among La Salle's faculty or staff who, in the Yuletide tradition of peace and good will, give a little of themselves to make others' days merry and bright?

Please take a moment to send us your suggestions so that we may share these inspiring stories with the rest of the campus during this season of giving. Simply write a few words telling us how this person demonstrates the holiday spirit.

Anyone who would like to share a holiday recipe with the campus community is also invited to submit their favorites.

Please send your entries by **Tuesday, December 7**, via e-mail at [piche@lasalle.edu](mailto:piche@lasalle.edu), campus mail to the Office of University Communications, or telephone at x1082.

## **Thank you and Happy Holidays!**



## **State Department of Health honors La Salle Neighborhood Nursing Center for going the extra mile**

The La Salle Neighborhood Nursing Center, La Salle Neighborhood Midwifery, has been selected as an outstanding provider of health services to children and families referred through the Pennsylvania Department of Health's Love 'em with a Checkup program. In recognition of this accomplishment, the center will be recognized at a luncheon honoring outstanding provider participation.

"Love 'em with a Checkup" is a comprehensive outreach and referral system that is helping thousands of low-income women and families enroll in prenatal and primary health care.

This statewide system was developed five years ago to ensure healthier birth outcomes and healthier futures among Pennsylvania's most at-risk populations, and to supplement Pennsylvania's existing outreach efforts. Many good programs already in existence – like the Women, Infants and Children Nutrition Program (WIC) and the Children's Health Insurance Program (CHIP) – were underutilized by the people who needed them most.

"Love 'em with a Checkup" bridges this gap through a unique comprehensive effort which includes 1) a paid statewide media campaign encouraging low-income pregnant women and parents to call 1-800-986-BABY or 1-800-986-KIDS; 2) a team of trained telephone counselors who refer callers for checkups; 3) a streamlined process of determining Medical Assistance eligibility, and 4) an expanding network of healthcare providers.

La Salle Neighborhood Nursing Center offers comprehensive public health and primary care services to vulnerable Philadelphia families. More than 8,000 women and children have received one or more health care services in 1999. The center has three primary care sites: Wister Street, Germantown YWCA and La Salle Health Center at Hill Creek Public Housing Complex.

# **CAMPUS POSITIONS AVAILABLE**

**LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## **SENIOR ACCOUNTANT**

La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The University strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand mutually complementing and fulfilling one another.

There is a position open for a Senior Accountant. The position reports directly to the Comptroller and the responsibilities include: financial transactions, internal controls, policy compliance, working papers, audit plans and schedules, and other fiscal responsibilities. Qualifications include a bachelor degree with a major in accounting and three years of accounting experience. CPA certificate and higher education experience is preferred. Full benefit package includes tuition remission.

Qualified individuals should submit a letter of application, resume, salary history and three employment references to:

Paul V. McNabb  
Comptroller  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141

Resumes will be accepted until the position is filled. La Salle University is an Equal Opportunity and Affirmative Action Employer.



# LA SALLE UNIVERSITY

## RESIDENT LIFE OFFICE

1900 WEST OLNEY AVENUE PHILADELPHIA, PA 19141 ☎215-951-1550

To: Faculty, Staff and Administration

From: April Herring, Asst. Director of Resident Life

Re: Resident Assistant Selection

The fall 1999 semester is quickly winding down. For the Resident Life Office, this means the start of recruiting efforts for the 2000-2001 Resident and Community Assistant Staff. In our preparations, we are seeking your assistance.

In your position, you come in contact with students who have the potential to become tomorrow's student leaders. Through RA positions, we offer an opportunity, which will allow those students to develop that potential. A Resident Assistant is a paraprofessional staff member of the Resident Life Office. It is the responsibility of the RA to supplement and complement the process of formal education by enhancing the quality of life in the residential facilities. Therefore, we are seeking individuals who demonstrate initiative, dependability, and a positive attitude. The positions in our upper-class apartment and townhouse facilities are called Community Assistants. While many of the same characteristics apply for both CA and RA applicants, for CAs we are especially looking for current sophomores or juniors who show the unique balance of being able to relate to and motivate their peers while serving as a positive role model who can hold their peers accountable for their actions.

I would like you to use the form below to recommend possible RA and CA candidates. Please write the names and addresses of these students and return it to **April Herring, Resident Life Office, Box 819** by Friday, December 3, 1999. These nominated students will be given information about the RA and/or CA position and application process.

Thank you in advance for your prompt attention to this matter. Your time and energy will benefit us all!!!! If you have any questions about the process or either of the positions, please feel free to contact me at X1550.

Candidates Name	Address	Phone	CA or RA?
1.			
2.			
3.			
4.			
Nominators Name:			
Department:		Phone:	